

TITLE: EDUCATIONAL ASSISTANT

JOB SUMMARY

To work under the direction of the Directors and/or Teachers achieving the educational goals and objectives of all students through individual, small group, or whole group instruction.

PRIMARY RESPONSIBILITY TO

Director and Classroom Teacher

MAJOR DUTIES AND RESPONSIBILITIES

Working with students and classroom substitute teacher when needed

1. Support teachers with classroom supervision during snack and bathroom breaks. Assist students with their needs
2. Supervise students during lunch time and/or playground and hold students to IB standards
3. Supervise drop off and/or pick up in the mornings and afternoons
4. Be on-call support for the for Front Desk – walk students to destinations, etc.
5. Assist with other projects around campus on an as needed basis. May require lifting up to 40 pounds.
6. Encourage students to strive to meet their highest potential
7. Communicate classroom rules and encourage students to set and maintain standards of IB classroom behavior

QUALIFICATIONS

1. Previous aide or teaching experience preferred
2. Demonstrated ability to assist with instructional activities
3. Ability to maintain a positive learning environment
4. Works well with students, staff, and the public
5. Excellent interpersonal and communication skills
6. Maintain confidentiality of staff and students

Other

1. Seek assistance should emergencies arise
2. Represent the school district in a positive manner
3. Know and follow school district policy and chain of command
4. Perform other duties as assigned

EVALUATION

Performance of this position will be evaluated annually by the building principal in conformance with any applicable federal and state law, administrative rules, and Board policy.

TERMS OF EMPLOYMENT

This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

NOTE

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference:	I.C. § 33-513	Professional Personnel
	I.C. § 33-1210	Information on Past Job Performance